

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 1-47				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-16-003			Contract Period 07/01/2016 To 06/30/2018 Base Option Period Number 1			Title of Work Assignment/SF Site Name Wastewater and Decentralized				
Contractor EASTERN RESEARCH GROUP, INC.					Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 07/01/2017 To 06/30/2018				
Comments: No work shall commence on this work assignment until July 1, 2017.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
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Authorized Work Assignment Ceiling										
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Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:						Cost/Fee		LOE:		
Cumulative Approved:						Cost/Fee		LOE:		
Work Assignment Manager Name Gajindar Singh							Branch/Mail Code:			
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">(Signature) (Date)</div>							Phone Number: 202-564-0634			
							FAX Number:			
Project Officer Name Tangela Cooper							Branch/Mail Code:			
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">(Signature) (Date)</div>							Phone Number: 202-566-0369			
							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">(Signature) (Date)</div>							Phone Number:			
							FAX Number:			
Contracting Official Name Brad Heath							Branch/Mail Code:			
<div style="border-bottom: 1px solid black; width: 100%; text-align: center;"> </div> <div style="text-align: center;">6/30/2017</div> <div style="text-align: center;">(Signature) (Date)</div>							Phone Number: 513-487-2352			
							FAX Number:			

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-16-003
WORK ASSIGNMENT 1-47**

Title: Providing Assistance to Wastewater and Decentralized Systems

Work Assignment Contracting Officer's Representative (WACOR):

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Period of Performance: July 1, 2017 to June 30, 2018

Background: Growing public awareness and concern for controlling water pollution led to enactment of the Federal Water Pollution Control Act Amendments of 1972. As amended in 1977, this law became commonly known as the Clean Water Act (CWA). The Act established the basic structure for regulating discharges of pollutants into the waters of the United States. It gave EPA the authority to implement pollution control programs such as setting wastewater standards for industry. It also funded the construction of sewage treatment plants under the construction grants program and recognized the need for planning to address the critical problems posed by nonpoint source pollution.

Subsequent enactments modified some of the earlier Clean Water Act provisions. Revisions in 1981 streamlined the municipal construction grants process, improving the capabilities of treatment plants built under the program. Changes in 1987 phased out the construction grants program, replacing it with the State Water Pollution Control Revolving Fund, more commonly known as the Clean Water State Revolving Fund (CWSRF). The 1987 amendments also established Title II grants for territories and the Clean Water Tribal Set Aside (CWISA) program.

Many small and rural communities, including those in Indian Country and along the U.S.-Mexico border, struggle with aging or inadequate wastewater treatment systems, or do not have access to basic wastewater services. Small communities have 10,000 or fewer people and an average daily wastewater flow of less than 1 million gallons. Due to limited capacity, these

communities are vulnerable to both natural disasters and man-made incidents. The Sustainable Communities Infrastructure Branch (SCIB) in EPA's Office of Wastewater Management focuses on supporting these communities by providing funding needed for infrastructure improvements; technical support to ensure proper operations and maintenance, resiliency, and asset management for centralized wastewater treatment systems; and provide resources about the proper design and maintenance for onsite wastewater treatment systems.

SCIB does this through leading or supporting the following programs:

Decentralized Wastewater Program

Communities across the U.S., large and small, rural and urban, face significant water quality and public health problems from onsite/decentralized wastewater systems (commonly called septic systems). Approximately 25 percent of U.S. households and around 30 percent of new housing development are served by decentralized systems. Protecting and preserving the nation's water infrastructure is critical to our economic future and human health. Decentralized wastewater systems can be protective of public health and water quality if they are properly planned, sited, designed, installed and maintained. More information about EPA's onsite wastewater treatment program is available at <http://www.epa.gov/septic>.

EPA's Office of Wastewater Management (OWM) has a long-standing Decentralized Wastewater Program. In 2005, EPA released the "Decentralized Wastewater Treatment Systems: A Program Strategy." One of the key strategic actions in this document was the establishment of a Memorandum of Understanding (MOU) between EPA and organizations involved in managing decentralized wastewater systems. EPA initiated the MOU in 2005; it began with four (4) Partners and has grown to eighteen (18) in 2014. The MOU was created to improve the overall performance and management of decentralized systems through facilitated collaboration between EPA Headquarters, EPA Regions, state and local governments, and national organizations representing practitioners in this area. The MOU Partnership has been instrumental in providing expert industry knowledge and suggestions in developing SepticSmart Week materials.

The EPA Decentralized Wastewater Program and MOU Partnership are based upon several key documents:

- *Response to Congress on the Use of Decentralized Wastewater Treatments Systems* issued in 1996. EPA concluded that decentralized systems are an integral component of our nation's wastewater infrastructure and can protect public health and water quality if they are properly planned, sited, designed, installed and maintained.
- *Voluntary National Guidelines for Management of Onsite and Clustered (Decentralized) Wastewater Treatment Systems* published in 2003.
- *Handbook for Managing Onsite and Clustered (Decentralized) Wastewater Treatment Systems* published in 2005.
- *Decentralized Wastewater Treatment Systems: A Program Strategy* issued in 2005 for improving the performance of decentralized wastewater treatment systems.

The Clean Water Indian Set-aside Program

The CWISA program aims to increase access to safe drinking water and basic sanitation in Indian Country. CWISA funds are used for the planning, design, and construction of wastewater treatment systems in American Indian and Alaskan Native (AI/AN) communities. In addition, EPA is a cornerstone in the multi-agency tribal Infrastructure Task Force (ITF) that was created in 2007 to develop and coordinate federal activities in delivering water infrastructure, wastewater infrastructure and solid waste management services to tribal communities. The federal partners are Department of Agriculture, Environmental Protection Agency, Department of Health and Human Services, Department of Housing and Urban Development, and Department of the Interior. More information about the ITF is available at <http://www.epa.gov/tribal/federal-infrastructure-task-force-improve-access-safe-drinking-water-and-basic-sanitation>.

Small Water System Technical Training Workshops

In 2011, SCB began conducting Small Water System Technical Training Workshops. Since then, it has delivered 19 trainings to approximately 604 participants from tribes and small rural communities. The workshops focus on how best to operate, troubleshoot and maintain small wastewater and drinking water systems to ensure sustainability and resiliency by proper operation and maintenance. More information about these workshops/ or small systems is available at: <https://www.epa.gov/small-and-rural-wastewater-systems/tools-training-and-technical-assistance-small-and-rural#training>

The Wastewater Technology and Innovation Program

This program monitors emerging technical issues, encourages adoption of new technologies, and supports the appropriate use of existing technologies that provide communities cost-effective technical solutions needed to protect public health and the environment. Furthermore, the Program collaborates with stakeholders in emerging technologies and provides expert advice and high-quality, timely information and tools to OWM leadership and programs, EPA regions, utilities, and funding organizations. The Program also collaborate with Sustainable Utilities Management program to emphasize importance of technology adoption as a key element to sustainable utility.

Purpose and Objectives:

The purpose of this work assignment is to provide the contractor information and direction for the preparation of a specific work plan related to above four programs.

Objective 1. One objective of this work assignment is to provide “Technical Support to OWM’s Decentralized Wastewater Program.” The program activities include: to assist in the drafting, research and literature review of products related to SepticSmart Week and the Decentralized MOU Partnership.

Objective 2. A second objective of this work assignment is to support the CWISA Program to increase access to safe drinking water and basic sanitation in Indian Country and to ensure that public funds are used in the most efficient and consistent manner. This includes providing support to increase information sharing and improve collaboration between the federal and tribal members of the tribal Infrastructure Task Force (ITF): EPA, USDA, IHS, HUD, DOI and Tribes. EPA is a cornerstone in the ITF and its primary facilitator. More details are available at:

<http://www.epa.gov/tribal/federal-infrastructure-task-force-improve-access-safe-drinking-water-and-basic-sanitation>).

Objective 3. A third objective for of this work assignment is for the contractor to deliver one Small Water and Wastewater System Technical Training Workshop to employees of tribes and small rural communities that focus on how best to operate, troubleshoot and maintain small wastewater and drinking water systems, and decentralized (septic) systems.

Objective 4. A fourth objective for this work assignment is for the contractor to provide communications support in translating technology and technical issues to formats that are comprehensible to the public and policy makers. This includes investigating different methods to effectively present a complicated industry/information in a succinct manner, such as, visual translation.

Quality Assurance:

The tasks in this work assignment will not require generating new environmental data or geographic information. The work in this work assignment do not require environmental data measurements. Consistent with the Agency's quality assurance (QA) requirements, the contractor does not need to supplement the Contract Level Quality Assurance Project Plan (QAPP) or to prepare a Project Specific Quality Assurance Project Plan (PQAPP). The contractor shall describe and provide Monthly Financial Reports which among its tasks shall include a table with the invoice Level of Effort (LOE), and cost amount broken out by the tasks in this work assignment.

TASKS

Task 0: Work Plan, Budget Development, and Monthly Progress Reports

The contractor shall develop a detailed work plan, which is the result of interpreting the statement of work and discussions with EPA on further direction on the work assignment that describes how each task will be carried out. The contractor shall also prepare a budget for the accomplishment of the indicated tasks in accordance with the clause Work Assignments (EPAAR 1552.211-74). The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and contract costs. This task also includes bi-weekly telephone conferences between the work assignment COR and the project manager, each approximating

one hour in duration, to coordinate and confirm task performance. The contractor shall also submit monthly progress and financial reports. Monthly financial reports must include a table with the invoice LOE and cost amount broken out by the tasks in this WA. The work assignment COR may require the contractor two trips to Washington, DC, to discuss the progress and direction of this work assignment.

Deliverables: Work plan, budget, and monthly progress and financial reports.

Task 1 – Technical Support for the Activities of the MOU Partnership, SepticSmart Week and Strategic Development of the Program

The contractor must be experienced in facilitating groups to accelerate the adoption and promotion of results-oriented actions through building agreements on high-level goals, guiding principles, and overarching strategy. The contractor shall have expertise in creating an even-handed and transparent process that holds parties to an Agreement with meaningful principles and strategies that will lead to action. The contractor will utilize and implement products developed by the previous contractor. The contractor shall also coordinate with another EPA contractor focused on outreach and marketing to assist with implementing EPA's public awareness strategy using the partner organizations' outreach networks. The contractor must have expertise in decentralized wastewater management issues and technologies, including experience in the planning, development, roll-out and strategies associated with marketing materials for SepticSmart Week and SepticSmart materials for website display. The contractor must have technical expertise of onsite systems to develop technical diagrams and materials, knowledge of the maintenance and repair issues of these systems and expertise in water quality and human health issues associated with decentralized systems.

For all tasks, the contractor will provide all source files and content to EPA with final deliverables. For each of the following tasks the contractor will be responsible for coordinating with other contractors supporting the decentralized program as necessary. The contractor may also be asked to coordinate certain activities with other EPA offices or other organizations outside of the EPA. In any of these instances the contractor should be certain to communicate that they are working as a contractor to the EPA's Office of Water. The contractor must be familiar with the EPA's Office of Public Affairs (OPA) guidelines, standards, best practices, technical requirements for website design and publications and all deliverables should comply. OPA's guidelines can be found at: <http://yosemite.epa.gov/OEI/webguide.nsf/homepage>. It is expected that all final deliverable materials will be 508-compliant and meet the respective OPA guidelines, as appropriate.

This activity shall include the following:

1A. The contractor shall meet with the WACOR and other OWM project personnel to discuss goals to accomplish the work assignment. EPA will provide material at this **kick-off meeting** on the Decentralized Program and the partner organizations involved in the MOU. The contractor will hold a conference call with the WACOR and all key personnel who shall participate in the project within ten (10) business days after the work plan is issued. The contractor will incorporate meeting discussions into a meeting summary which

shall include milestones, target dates, and deliverables within ten (10) business days after the meeting. A final meeting summary twenty (20) days after work plan approval.

1B. The contractor shall attend and conduct bi-weekly **conference calls** with members of the Decentralized MOU Partnership and/or WACOR. These will include discussions of draft products and materials, literature search needs relevant to product development and identification of additional data needs of onsite system usage.

1C. The contractor shall support the development of 1-3 products which may include but are not limited to fact sheets, position papers, technical articles, etc. by drafting material and obtaining comments on draft documents. One of those products will be a **research paper** entitled *Economic and Sustainability Benefits of Onsite Wastewater Treatment Systems* (otherwise known as the “jobs” paper) to describe the economic benefits of decentralized wastewater systems. This paper will address the ability of decentralized wastewater systems to support local businesses, community economies, and robust job growth. Specific technical direction will be provided by the WACOR on the literature search and parameters needed to complete the research paper. Two drafts and one final shall be developed with input from the WACOR and other MOU partners. All final deliverable materials will be 508-compliant and meet the respective OPA guidelines, as noted above.

In the past Horsley Witten has provided support to the decentralized wastewater program.

Task 2: Support the Infrastructure Task Force (ITF)

The contractor shall provide support to EPA, based on Objective 2 above, to increase information sharing and improve collaboration between ITF members (EPA, USDA, IHS, HUD, and Tribes).

This activity shall include the following:

2A. The contractor shall provide support for up to 6 conference calls held by the Water Infrastructure Division, Sustainable Communities Infrastructure Branch. The contractor shall provide one technical expert, with a general knowledge of drinking water and wastewater issues and familiarity with EPA acronyms to participate on each call. Each call will last between one and two hours. The work assignment COR will provide a schedule of calls to the contractor.

2B. It is anticipated that out of the 6 calls referenced in Task 2A that up to 3 will be full member ITF calls. For these 3 calls, the contractor shall develop a meeting summary report and provide the draft meeting notes to the work assignment COR for review and comment. The summary at a minimum shall include a listing of all meeting attendees and meeting information including: 1) presentation information, 2) questions, 3) comments, and 4) discussions. The length of the summary should be commensurate with the level of discussion at the meeting. The summary should be organized by session topic and include the ideas and suggestions of meeting groups, and then combined for the meeting as a whole. If possible, the summary should link common themes discussed during the meeting. The summary should not merely be lists copied from group flip charts, but rather should include analysis and combine similar ideas.

The contractor shall provide the draft summary and notes to the work assignment COR for review and comment. The contractor shall provide minutes for each teleconference in Microsoft Word format via email.

2C. The contractor shall provide support for the ITF program as needed and defined by the ITF Principals (composed of management staff from EPA, USDA, IHS, HUD & DOI). Proposed activities include: ITF annual report development (2-3) pages, and development of up to 3 financial management modules. These activities were discussed and recommended at recent ITF meetings. This scope of work includes time for review and comment; incorporation of changes; and time to edit, format, and prepare each document for publication online (508 compliant).

2D. If accepted by the conference organizers, the contractor shall provide one 2-day Water & Wastewater Utility Operation, Maintenance and Management training workshop at the August 2017 tribal Lands and Environment Forum in Tulsa Oklahoma (similar in nature to task 3 below). The trainings will help to increase participants' skills and knowledge in the operation of water & wastewater treatment systems. The training is intended for tribal utility operators, managers, and leaders. The workshop will use presentations, case studies, and group exercises to promote utility sustainability and instruct participants on how best to operate, troubleshoot, maintain and manage drinking water & wastewater collection treatment and disposal systems. The contractor will work with state officials to aim to also offer Continuing Education Unit (CEU) credits to maintain professional licenses

In the past Horsley Witten has provided support to the Infrastructure Task Force (ITF) program.

Task 3: Deliver Technical Training Workshops to Small Water and Wastewater Systems

The contractor shall provide one Small Water System Technical Training workshop in West Virginia, probably Morgan Town. The goal is to provide training to as many of the employees of tribes and small rural communities as possible. The objective of the workshops will focus on how best to operate, troubleshoot and maintain small wastewater and drinking water systems. The workshops will also include a module for utility managers on effective utility management. One of the most significant challenges with small, rural wastewater systems is the inability or lack of knowledge by their operators to maintain the systems and the inability to retain the trained staff. The contractor support staff identified for these activities must have knowledge of the subject matter, experience developing training tools and techniques, professional tribal work experiences, and knowledge of different learning styles and tribal culture. Two contractor staff will travel to the workshop.

This activity shall include the following:

3A: The contractor shall work with EPA to identify the potential site location most suitable and cost effective to hold up to 40 attendees. The location should be based on adequate meeting space, ease of travel, hotel proximity, and cost. Contractor should conduct a telephone survey of potential workshop locations and provide recommendations to EPA in a matrix. The matrix may include topics such as location name, availability dates, training room dimensions, registration cut off dates, distance from airport, and cost. The contractor

will select the workshop location (with concurrence from EPA that the intended location meets the required necessary criteria) and pay for the meeting space. The contractor should aim to hold the conferences in state/federal facilities, or facilities with minimal fees. The contractor will pay for conference meeting room space, but will not pay for the attendees of the training workshop.

The contractor shall work with the training facility identified above to schedule and plan the workshop, including: outreach to tribes and small, rural communities, reserving meeting space, and scheduling attendees. The outreach will include developing and distributing flyers, advertising on the website, and emailing to the interested parties. The attendees of the workshop will be operators, managers, and local officials of the small water and wastewater systems. The Indian Health Service (IHS) may fund travel, hotel, and per diem costs for the Tribal attendees where possible.

3B: The contractor shall work with EPA to refine the existing workshop curriculum and materials previously developed based on the local needs of the community where training is being conducted. The contractor shall prepare and distribute the hardcopy training materials, the pre-test, post-test, and other materials to augment the training.

3C: The contractor shall use the developed materials under Task 3B to facilitate and teach the workshop. It is proposed that the workshop will be two days long (between Tuesday and Thursday). The contractor shall distribute workshop materials to attendees. The contractor shall also provide onsite training support, such as: shipping materials, room set up, room monitoring, answering questions, recording attendance, attendee registration, confirmation letters, and certificates. The contractor shall work with the Indian Health Service or state or regional organizations to secure third-party accreditation for the trainings so that attendees can receive continuing education units (CEUs) towards certification. The contractor shall also telecast the training through webinars for participants who are not able to attend in person. This webinar capacity should be for at least 50 participants.

3D. The contractor shall deliver all training material developed to EPA in 508 compliant form and ready to be placed on the EPA website.

3E. The contractor shall deliver assessments and outcomes of training along with project wrap-up report including feedback from the attendees.

In the past, Horsley Witten has provided 19 such operation and maintenance training workshops in different parts of the country.

Task 4: Research and Communications Support for Wastewater Treatment Technology

The contractor shall provide communications support to EPA, based on Objective 4 above, in translating technology and technical issues to formats that are usable and accessible to the public and to policy makers. The goal is to provide clear and succinct information using various means to communicate the role of technology in wastewater treatment. The contractor shall develop infographics, graphics, charts and tables for use in publications, fact sheets, briefings, and web pages, in the area of wastewater treatment technology and innovation and infrastructure

construction programs. The contractor shall receive technical directive on communication deliverables as described above (approximately 8-12 graphical representations, using content provided by the COR).

Deliverables and Time Table

Task	Quantity	Due Date (On or About – Period of Time)
Task 0: Kick off meeting Communications and Reporting	1	Kick off meeting within 10 business days after award and submit minutes within 5 business days of the meeting. Timing and format of future calls and meetings will be discussed at this meeting. Monthly Reports and bi-weekly phone calls
Task 1A: Kick-Off Meeting	1	Conference Call within 10 days after work plan approval Meeting summary due 20 days after work plan approval
Task 1B: Bi-Weekly Conference Calls	1	The contractor shall attend and conduct bi-weekly conference calls with EPA WACOR and members of the Decentralized MOU Partnership. Conference call and meeting minutes due to EPA WACOR within 5 working days.
Task 1C: Literature Review for “Jobs” Paper, development of drafts and final paper.	1	Develop/deliver “jobs” research paper: First Draft of Jobs Paper due- 60 days after the contract award Second Draft of Jobs Paper due- 120 days after the award Final Jobs Paper due- 180 days after the contract award
Task 2A & 2B: Support ITF Conference Calls	6	Duration 12 months or per contract requirement (or as determined the COR). Anticipate up to 3 full member ITF calls and 3 other supportive conference calls. Conference call minutes of meetings within 5 working days.
Task 2C: ITF annual report development (2-3pages), and development of up to 3 financial management modules.	1	Investigate and develop materials for all tasks as directed. Technical direction to be provided during the course of the work assignment.
Task 2D: Deliver 2-day water and wastewater utility operations training	1	If accepted by conference organizers, prepare for workshop in June and July 2017 and deliver at the August, 2017 Tribal Lands and Environment Forum in Tulsa, Oklahoma.
Task 3A Identify the site to be used for training workshops	2	Within 30 days of the award of the work assignment

Task 3B. Refine training materials based on Task 3A.	2	Within 60 days of the award of the work assignment
Task 3C. Conduct the training workshops	2	Within 120 days of the award of the work assignment
Task 3D. Deliver all training material developed to EPA in 508 compliant form	2	Within 150 days of the award of the work assignment
Task 3E. Deliver assessments and outcomes of training with feedback from attendees	2	Within 150 days of the award of the work assignment
Task 4: Deliver Communications Support for Wastewater Treatment Technology using graphics, infographics, and tables	8-12	In draft form for review within 30 days of the each assigned work and in final form within 15 days after comments from EPA.

PERFORMANCE STANDARDS AND QUALITY MEASURES:

Tasks are to be evaluated in accordance with the Quality Assurance Surveillance Plan and Quality Management Plan identified in the EP-C-16-003 contract.

All task(s) identified in the performance work statement above are subject to review and approval by the EPA COR and Project Officer based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, timeliness/deliverables, and document development standards. Additional project specific quality assurance surveillance plan requirements are identified below.

TRAVEL:

Travel is anticipated for this work assignment. Two contractor personnel will be required at the training for the Task 3 mentioned above and will be charged on a cost reimbursement basis, following appropriate approval of the work assignment COR. Any travel will be allowable only in accordance with the limitation of FAR 31.205-43 and FAR 31.205-46, and must be approved by the EPA COR to travel taking place. For this task order, assume the following trips:

- Two trips for contractor to the EPA HQ offices in Washington DC (Task 0)
- One two-day trip for two contractor staff to travel to the training site. Locations and dates to be determined by the work assignment COR (Task 3).
- One two-day trip for two contractor staff to travel to the training site. Locations is Tulsa, Oklahoma in August 2017. (Task 2).

GREEN MEETINGS AND CONFERENCES:

This work assignment requires contractor support for meeting and conference planning and logistics and therefore must include “green meeting and conference” support. The contractor is required to use the provision of EPAAR 1552.223-71, when soliciting price quotes for work assignment s that require meeting and conference services on behalf of EPA.

CONFERENCES AND WORKSHOPS:

The tasks under this work assignment may require the acquisition of “off-site” facilities for conference(s) and meetings as defined in the IPN 12-05 and the events associated with this work assignment are covered by EPA Order 1900.3 and will require EPA Form 5170 if any event reaches or exceeds the limitations below:

The contractor shall immediately alert the COR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA COR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

Any event which meets the definition of a “conference,” with total net expenditures greater than \$20,000, is required to submit EPA Electronic Form 5170 and Form 5170-A (with cost estimates/actuals). In the case the workflow system is down and CORs require emergency approval, they can submit EPA Form 5170 (PDF) (2pp, 93K) (with cost estimates) to conference@epa.gov.

SOFTWARE APPLICATION AND ACCESSIBILITY (SECTION 508 REHABILITATION ACT AND AMENDMENTS):

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See:

Preferred text format: MS Word, 2007.0 or higher (Office 2007 or higher)

Preferred presentation format: Power Point, Office 2007 or higher

Preferred graphics format: Each graphic is an individual GIF file

Preferred portable format: Adobe Acrobat, version 9.0 or higher

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Comments: The purpose of this Amendment 1 is to ADD Smiti Nepal (E-mail: nepal.smiti@epa.gov; Phone: 202-564-2457) as an Alternate Work Assignment Contracting Officer's Representative.																																																																											
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Authorized Work Assignment Ceiling																																																																											
Contract Period: 07/01/2016 To 06/30/2018 Cost/Fee: LOE:																																																																											
This Action:																																																																											
Total:																																																																											
Work Plan / Cost Estimate Approvals																																																																											
Contractor WP Dated: Cost/Fee LOE:																																																																											
Cumulative Approved: Cost/Fee LOE:																																																																											
Work Assignment Manager Name Gajindar Singh							Branch/Mail Code:																																																																				
<div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Phone Number: 202-564-0634																																																																				
							FAX Number:																																																																				
Project Officer Name Tangela Cooper							Branch/Mail Code:																																																																				
<div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Phone Number: 202-566-0369																																																																				
							FAX Number:																																																																				
Other Agency Official Name							Branch/Mail Code:																																																																				
<div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Phone Number:																																																																				
							FAX Number:																																																																				
Contracting Official Name Brad Heath							Branch/Mail Code:																																																																				
<div style="display: flex; justify-content: space-between;"> <div> _____ (Signature) </div> <div>1/18/2018 _____ (Date)</div> </div>							Phone Number: 513-487-2352																																																																				
							FAX Number:																																																																				

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 1-49				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-16-003			Contract Period 07/01/2016 To 06/30/2018 Base Option Period Number 1			Title of Work Assignment/SF Site Name Support for NPDES Branch Chief				
Contractor EASTERN RESEARCH GROUP, INC.				Specify Section and paragraph of Contract SOW Section 3.9						
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 07/01/2017 To 06/30/2018				
Comments:										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:			LOE:					
07/01/2016 To 06/30/2018										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:					Cost/Fee			LOE:		
Cumulative Approved:					Cost/Fee			LOE:		
Work Assignment Manager Name Sarita Hoyt							Branch/Mail Code:			
_____ (Signature)							_____ (Date)			
Project Officer Name Tangela Cooper							Phone Number: 202-564-1471			
_____ (Signature)							_____ (Date)			
Other Agency Official Name							FAX Number:			
_____ (Signature)							_____ (Date)			
Contracting Official Name Brad Heath							Branch/Mail Code:			
_____ (Signature)							_____ (Date)			
7/1/2017							Phone Number: 513-487-2352			
_____ (Signature)							_____ (Date)			
							FAX Number:			

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-16-003
WORK ASSIGNMENT 1-49**

Title: Support for NPDES Branch Chiefs Meetings

Work Assignment Contracting Officer Representative (WACOR):

Sarita (Sarah) Hoyt Phone: (202) 564-1417 Fax (202) 564-6392 Hoyt.Sarita@epa.gov	<u>USPS Mailing Address</u> Water Permits Division 1200 Pennsylvania Ave., NW Mail Code 4203M Washington, DC 20460	<u>Courier Address</u> WJC-East Building 1201 Constitution Ave., NW Room 7135M Washington, DC 20004
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Alternate Work Assignment Contracting Officer Representative (AWACOR):

Janita Aguirre Phone: (202) 566-1149 Fax (202) 564-6392 Aguirre.Janita@epa.gov	<u>USPS Mailing Address</u> Water Permits Division 1200 Pennsylvania Ave., NW Mail Code 4203M Washington, DC 20460	<u>Courier Address</u> WJC-East Building 1201 Constitution Ave., NW Room 7135D 1/2 Washington, DC 20004
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Period of Performance: July 1, 2017 through June 30, 2018

Purpose: The purpose of this work assignment is to provide follow-up from the April 24-27, 2017 NPDES Branch Chiefs meeting in Chicago, to facilitate two in-person Branch Chiefs meetings (anticipated to be held in Fall 2017 and Spring 2018), and to provide facilitation support for a set number of Branch Chief conference calls.

Task Detail: The contractor shall perform the following tasks:

Task 0: Work Assignment Management

The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the Work Assignment clause (EPAAR 1552.211-74). The work plan shall include a description of: (a) proposed staff; (b) an estimate of hours to be spent on each task by each staff person (prime and subcontractors); and (c) a list of deliverables, with due dates and schedule for deliverables. This task also includes monthly progress and financial reports which shall conform to the requirements particularized to the clause, F.2 REPORTS OF WORK (EPAAR 1552.211-70). The PQAPP submitted for WA B-01 and B-05 is applicable and acceptable for this work assignment.

The contractor shall meet with the WACOR and/or the Alternate WACOR either in person or via telephone approximately two (2) hours per month to discuss work assignment issues. The contractor shall provide a status update for tasks via email before each meeting and an update of expenditures. The contractor shall meet via conference call with the WACOR on specific issues more frequently as directed by the WACOR for approximately three (3) meetings per month.

Task 1: Follow-up Activities to NPDES Branch Chief Meeting in Chicago, IL, April 24-27, 2017

The contractor shall continue to revise the materials from the NPDES Branch Chiefs meeting in Chicago, IL, that took place on April 24-27, 2017 to identify skills and gaps on how to implement an NPDES program and develop a communications plan for various topics, including MS4s and other NPDES topics. In addition, the contractor shall facilitate specific monthly Branch Chief calls, including but not limited to anti-backsliding best practices, long-term stormwater planning expectations for how the regions should engage with states/permittees, integrated planning program goals as they relate to the NPDES permit program and budget.

Deliverables:

- Revise and submit two surveys on skills and gaps that will be distributed to EPA Regions and states electronically through the WACOR, analyze response to the surveys and create a future training plan, as directed by WACOR, as needed.
- Help develop a communications plan for MS4s and other NPDES topics agreed upon with the WACOR
- Support facilitating up to five specific one-hour monthly Branch Chief calls based on topics agreed upon with the WACOR

TASK 2: Facilitate two NPDES Branch Chief Meetings in Silver Spring, MD (October 31-November 3, 2017) and in Chicago, IL (May 2018)

The contractor shall provide the necessary support as describe below to facilitate the NPDES Branch Chief meeting in Silver Spring, MD in the Fall 2017 in Chicago, IL in Spring 2018.

- Participate in conference calls with HQ and regional staff to outline the agenda items and logistic of the meeting.
- Facilitate the logistic as per direction of WACOR
- Revise and finalize the meeting agenda for each NPDES Branch Chief meeting as per direction of WACOR
- Develop agendas based on prioritized topics from Branch Chief meetings and other relevant meetings
- Facilitate the NPDES Branch Chief meeting in Silver Spring, MD and in Chicago, IL
- Develop a list of action item from each meeting.
- Continue to facilitate and monitor the actionable items after each NPDES Branch Chief meeting.
- Provide notetaking support at each meeting and prepare a summary report to be delivered to the WACOR following each NPDES Branch Chief meeting

DELIVERABLES:

- Finalize the meeting agenda and logistic within a week of receiving final comments from WACOR
- Draft summary report within two weeks of the end of each NPDES Branch Chief meeting.
- Final summary report within one week of receiving comments from WACOR

SPECIAL INSTRUCTION:

The contractor shall follow the Federal Green Policy whenever it is applicable

DELIVERABLES REQUIRED AND SCHEDULE FOR COMPLETION OF TASKS

Task	Item Require	Due Date	Number of Copies and Format Requirements
0	Monthly progress report	Last week day of each month	1 copy - Word Format or PDF
1	Respond to requests from the WACOR and/or Alt WACOR for new direction	Within 3 business days	Respond with a written response or with a level of effort to complete the request.
	Provide revised survey	Within 3 business days of WACOR request	1 copy – Word Format
	Provide final survey	Within 1 business day after receipt of comments from WACOR	1 copy – Word Format
	Draft communications plan for MS4s or other NPDES topics agreed	Within 14 business days of WACOR request	1 copy - Word Format
	Finalize communications plan for MS4s or other NPDES topics agreed	Within 3 business days of WACOR request	1 copy - Word Format or PDF
	Facilitate conference call on specific topics as requested by the WACOR and/or Alt WACOR	Within 3 business days	Respond with a written response

2	Respond to requests from the WACOR and/or Alt WACOR for new direction	Within 3 business days	Respond with a written response or with a level of effort to complete the request.
	Finalize the meeting agenda and logistic based on comments received from WACOR and/or Alt WACOR	Within 7 calendar days	1 copy - Word Format or PDF
	Draft summary report of each NPDES Branch Chief meeting	Within 14 calendar days of the end of each meeting	1 copy - Word Format
	Finalize summary report of each NPDES Branch Chief meeting	Within 7 calendar days of receiving comments from the WACOR	1 copy - Word Format or PDF

The Contractor shall notify the CO and WACOR in writing when 75% of the authorized work assignment LOE/labor hours have been expended.

CONTRACT SOW REFERENCE

See Contract SOW Page 1-10 of 14 **Task # “Task Title”, Page # - # of # Task # Task Name**
[WA 3-13]

ANTICIPATED TRAVEL REQUIREMENTS

All travel shall be approved in advance by the Contract-Level Contracting Officer’s Representative (CL-COR) and shall be in accordance with the Contract.

ADDITIONAL REQUIREMENTS:

Office direct costs (ODCs) for copying, postage/courier, supplies, computer usage, and graphics are allowed. No other ODCs are allowable as a direct charge to this delivery order without the prior written approval of the Contracting Officer.

Upon issuance of written technical direction, the Contractor shall submit for inspection of all work in progress at any time under this work assignment. The Contractor shall develop and maintain files supporting each task.

The contractor shall contact the Contracting Officer (CO) and/or the CL-COR by telephone to discuss any problems that may adversely affect the work on this Work Assignment. Within five (5) calendar days the contractor shall follow the phone call with a brief written explanation of the problem, including any actions already taken, and/or recommended solutions to correct the problem. Written explanation shall be made available to the CO and the CL-COR.

CONTRACTOR IDENTIFICATION

To avoid any perception that contractor personnel are EPA employees, the contractor shall assure that contractor personnel are clearly identified as independent contractors of EPA when attending meetings with outside parties or visiting field sites.

CONTROL REQUIREMENTS

Quality Assurance Project Plan (QAPP):

A quality assurance project plan (QAPP) is not required for Tasks 1 and 2 of this project because they do not involve the generation, management, distribution, or use of environmental data that will be used or have the potential for use in environmental decision making. EPA anticipates that some of the information collected as part of this work assignment under Task 1 may be secondary data and will be collected from publicly available information sources through another entity. Publishing on the NPDES website does not require a QAPP, since the people who generate the data are responsible for the data's quality, and it is their responsibility to develop a QAPP, if one is needed for their primary data uses. The contractor shall provide source references for data that is published on the website.

Organizational Conflict of Interest:

The Contractor shall warrant that, to the best of the Contractor's knowledge and belief, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest, as defined in FAR Subpart 9.5, or that the contractor has disclosed all such relevant information. See contract clause 1552.209-71 Organization of Conflict of Interest.

Notification of Conflicts of Interest Regarding Personnel:

The Contractor shall immediately notify the CL-COR and the Contracting Officer of (1) any actual or potential personal conflict of interest with regard to any of its employees working on or having access to information regarding this contract, or (2) any such conflicts concerning subcontractor employees or consultants working on or having access to information regarding the contract, when such conflicts have been reported to the Contractor. A personal conflict of interest is defined as a relationship of an employee, subcontractor employee, or consultant with an entity that may impair the objectivity of the employee, subcontractor employee, or consultant in performing the contract work. See Section H.4, contract clause EPAAR 1552.209-73 Notification of Conflict of Interest.

Enforcement Sensitive Information:

The contractor recognizes that contractor employees in performing tasks specified by this WA may have access to data/information, either provided by the government or first generated during contract performance, of enforcement sensitive nature which should not be released to the public without Environmental Protection Agency (EPA) approval. Enforcement sensitive refers to records or information compiled for law enforcement purposes (whether administrative, civil or

criminal), the disclosure of which could reasonably be expected to interfere with the enforcement action. It is imperative that all contractor personnel, including but not limited to, subcontractor and consultant personnel assigned to work on this contract and/or WA, or with access to materials developed pursuant to such efforts, understand that this information is confidential and any disclosure or misuse of the information may result in prosecution to the fullest extent of the law. All contractor personnel are expected to exercise due diligence in safeguarding, handling or disposing of any such information.

Project Employee Confidentiality Agreement

The contractor agrees that the contractor employee will not disclose, either in whole or in part, to any entity external to the EPA, the Department of Justice, or the contractor, any information or data (as defined in FAR Section 27.401) provided by the government or first generated by the contractor under this contract, any site-specific cost information, or any enforcement strategy without first obtaining the written permission of the EPA CL-CPR. If a contractor, through an employee or otherwise, is subpoenaed to testify or produce documents, which could result in such disclosure, the contractor must provide immediate advance notification to the EPA so that the EPA can take action to prevent such disclosure. Such agreements shall be effective for the life and for a period of five (5) years after completion of the contract.

Handling of Confidential Business Information (CBI)

Contractor's access to TSCA CBI must comply with the procedures set forth in the TSCA CBI Security Manual. Likewise, access to FIFRA CBI shall follow the security procedures set forth in the FIFRA Information Security Manual.

To the extent that the work under this contract requires access to proprietary or confidential business or financial data of other companies, and as long as such data remains proprietary or confidential, the contractor shall protect such data from unauthorized use and disclosure.

All files or other information identified as Confidential Business Information (CBI) shall be treated as confidential and kept in a secure area with access limited to only contractor personnel directly involved in the case or special project assignment. The contractor, subcontractor, and consultant personnel are bound by the requirements and sanctions contained in their contracts with the EPA and in EPA's confidentiality regulations found at 40 CFR Part 2, Subpart B. The contractor subcontractors, and consultant must adhere to EPA-approved security plans which describes procedures to protect CBI, and are required to sign non-disclosure agreements before gaining access to CBI.

All official data, findings, and results of investigations and studies completed by the contractor shall be available for EPA and DOJ internal use only. The contractor shall not release any part of such data without the written direction of the WACOR.

Conference/Meeting Guidelines and Limitations

The contractor shall immediately alert the WACOR to any anticipated event under the work

assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 1 - 49				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-16-003			Contract Period 07/01/2016 To 06/30/2021 Base Option Period Number 1			Title of Work Assignment/SF Site Name SUPPORT FOR NPDES BRANCH CHIEF				
Contractor EASTERN RESEARCH GROUP, INC.					Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance From 09/12/2017 To 06/30/2018					
Comments:										
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund </div>										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE:				
07/01/2016 To 06/30/2021										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:					Cost/Fee		LOE:			
Cumulative Approved:					Cost/Fee		LOE:			
Work Assignment Manager Name Sarita Hoyt <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-1471 FAX Number:			
Project Officer Name Tangela Cooper <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-566-0369 FAX Number:			
Other Agency Official Name <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: FAX Number:			
Contracting Official Name Brad Heath <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>9/12/2017 (Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2352 FAX Number:			

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-16-003
WORK ASSIGNMENT 1-49
AMENDMENT 1**

Title: Support for NPDES Branch Chief's Meetings and Communication of NPDES Permitting Processes

Work Assignment Contracting Officer's Representative (WACOR):

Sarita (Sarah) Hoyt Phone: (202) 564-1417 Fax (202) 564-6392 Hoyt.Sarita@epa.gov	<u>USPS Mailing Address</u> Water Permits Division 1200 Pennsylvania Ave., NW Mail Code 4203M Washington, DC 20460	<u>Courier Address</u> WJC-East Building 1201 Constitution Ave., NW Room 7135M Washington, DC 20004
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Alternate Work Assignment Contracting Officer's Representative (AWACOR):

Janita Aguirre Phone: (202) 566-1149 Fax (202) 564-6392 Aguirre.Janita@epa.gov	<u>USPS Mailing Address</u> Water Permits Division 1200 Pennsylvania Ave., NW Mail Code 4203M Washington, DC 20460	<u>Courier Address</u> WJC-East Building 1201 Constitution Ave., NW Room 7135D 1/2 Washington, DC 20004
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Period of Performance: September 12, 2017 through June 30, 2018

Level of Effort: EPA estimates 377 hours will be required to support the activities outlined below. EPA estimates an increase of 42 hours will be required to support the new task activities related to amendment 1 outlined in yellow highlight below.

Background/Objective

The purpose of this work assignment is to provide follow-up from the April 24-27, 2017 NPDES Branch Chiefs meeting in Chicago, to facilitate two in-person Branch Chiefs meetings (anticipated to be held in Fall 2017 and Spring 2018), and to provide facilitation support for a set number of Branch Chief conference calls. Additionally, this work assignment will support development of materials to communicate the NPDES permitting processes related to individual and general permits.

TASK DETAIL:

The contractor shall perform the following tasks:

Task 0 - Work Assignment Management

The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the Work Assignment clause (EPAAR 1552.211-74). The work plan shall include a description of: (a) proposed staff; (b) an estimate of hours to be spent on each task by each staff person (prime and subcontractors); and (c) a list of deliverables, with due dates and schedule for deliverables. This task also includes monthly progress and financial reports which shall conform to the requirements particularized to the clause, F.2 REPORTS OF WORK (EPAAR 1552.211-70). The PQAPP submitted for WA B-01 and B-05 is applicable and acceptable for this work assignment.

The contractor shall meet with the WACOR and/or the Alternate WACOR either in person or via telephone approximately two (2) hours per month to discuss work assignment issues. The contractor shall provide a status update for tasks via email before each meeting and an update of expenditures. The contractor shall meet via conference call with the WACOR on specific issues more frequently as directed by the WACOR for approximately three (3) meetings per month.

Task 1: Follow-up Activities to NPDES Branch Chief Meeting in Chicago, IL, April 24-27, 2017

The contractor shall continue to revise the materials from the NPDES Branch Chiefs meeting in Chicago, IL, that took place on April 24-27, 2017 to identify skills and gaps on how to implement an NPDES program and develop a communications plan for various topics, including MS4s and other NPDES topics. In addition, the contractor shall facilitate specific monthly Branch Chief calls, including but not limited to anti-backsliding best practices, long-term stormwater planning expectations for how the regions should engage with states/permittees, integrated planning program goals as they relate to the NPDES permit program and budget.

Deliverables:

- Revise and submit two surveys on skills and gaps that will be distributed to EPA Regions and states electronically through the WACOR, analyze response to the surveys and create a future training plan, as directed by WACOR, as needed.
- Help develop a communications plan for MS4s and other NPDES topics agreed upon with the WACOR
- Support facilitating up to five specific one-hour monthly Branch Chief calls based on topics agreed upon with the WACOR

Task 2: Facilitate two NPDES Branch Chief Meetings in Silver Spring, MD (October 31-November 3, 2017) and in Chicago, IL (May 2018)

The contractor shall provide the necessary support as describe below to facilitate the NPDES Branch Chief meeting in Silver Spring, MD in the Fall 2017 in Chicago, IL in Spring 2018.

- Participate in conference calls with HQ and regional staff to outline the agenda items and logistic of the meeting.
- Facilitate the logistic as per direction of WACOR
- Revise and finalize the meeting agenda for each NPDES Branch Chief meeting as per direction of WACOR

- Develop agendas based on prioritized topics from Branch Chief meetings and other relevant meetings
- Facilitate the NPDES Branch Chief meeting in Silver Spring, MD and in Chicago, IL
- Develop a list of action item from each meeting.
- Continue to facilitate and monitor the actionable items after each NPDES Branch Chief meeting.
- Provide notetaking support at each meeting and prepare a summary report to be delivered to the WACOR following each NPDES Branch Chief meeting

DELIVERABLES:

- Finalize the meeting agenda and logistic within a week of receiving final comments from WACOR
- Draft summary report within two weeks of the end of each NPDES Branch Chief meeting.
- Final summary report within one week of receiving comments from WACOR

NEW TASK: Materials communicating NPDES permitting processes to multiple audiences

The contractor shall support development of materials to communicate the NPDES permitting processes for individual and general permits, including statutory and regulatory timeframes. It is anticipated that such materials will include narrative descriptions of the processes, as well as graphics, such as flow charts. For cost purposes, the contractor shall assume preparation of up to four (4) communication materials consisting of 2-4 page narratives and 2-4 graphics. Following EPA approval of these materials, the contractor shall provide final versions in MS Word and PDF formats, or html code as appropriate, including 508 compliance.

Deliverables:

- Participate in introductory planning teleconference with staff lead and WACOR regarding goal, audience, and purpose for communication materials.
- Develop narrative descriptions of NPDES permitting processes
- Develop supporting graphics, as needed, such as process flow charts, to show NPDES permitting processes.

SPECIAL INSTRUCTION:

The contractor shall follow the Federal Green Policy whenever it is applicable

DELIVERABLES REQUIRED AND SCHEDULE FOR COMPLETION OF TASKS

Task	Item Require	Due Date	Number of Copies and Format Requirements
0	Monthly progress report	Last week day of each month	1 copy - Word Format or PDF

1	Respond to requests from the WACOR and/or Alt WACOR for new direction	Within 3 business days	Respond with a written response or with a level of effort to complete the request.
	Provide revised survey	Within 3 business days of WACOR request	1 copy – Word Format
	Provide final survey	Within 1 business day after receipt of comments from WACOR	1 copy – Word Format
	Draft communications plan for MS4s or other NPDES topics agreed	Within 14 business days of WACOR request	1 copy - Word Format
	Finalize communications plan for MS4s or other NPDES topics agreed	Within 3 business days of WACOR request	1 copy - Word Format or PDF
	Facilitate conference call on specific topics as requested by the WACOR and/or Alt WACOR	Within 3 business days	Respond with a written response
2	Respond to requests from the WACOR and/or Alt WACOR for new direction	Within 3 business days	Respond with a written response or with a level of effort to complete the request.
	Finalize the meeting agenda and logistic based on comments received from WACOR and/or Alt WACOR	Within 7 calendar days	1 copy - Word Format or PDF
	Draft summary report of each NPDES Branch Chief meeting	Within 14 calendar days of the end of each meeting	1 copy - Word Format
	Finalize summary report of each NPDES Branch Chief meeting	Within 7 calendar days of receiving comments from the WACOR	1 copy - Word Format or PDF

NEW TASK: Materials communicating NPDES permitting processes to multiple audiences			
Task	Item Require	Due Date	Number of Copies and Format Requirements
NEW	Participate in introductory planning teleconference with staff lead and WACOR regarding goal, audience, and purpose for materials	As scheduled by WACOR	Respond with a written acceptance of meeting request and attend meeting

Prepare draft narrative description of NPDES permitting processes	Within 10 business days of planning teleconference	1 copy of each – Word Format
Collate, compile, and revise draft documents based on comments received to prepare final narrative description of NPDES permitting processes	Within 5 business days of receipt of comments from WACOR	1 copy of each – Word Format
Prepare draft graphics of NPDES permitting processes	Within 10 business days of completion of final narrative description	1 copy of each – Word Format, PDF, or other appropriate electronic format
Collate, compile, and revise draft graphics based on comments received to prepare final graphics of NPDES permitting processes	Within 5 business days of receipt of comments from WACOR	1 copy or each- Word Format, PDF, or other appropriate electronic format
Revise and format the final materials to EPA specifications for print and electronic versions (e.g., MS Word, PDF, or html code), including 508 compliance	As final materials are produced	1 copy or each- Word Format, PDF, or other appropriate electronic format

The Contractor shall notify the CO and WACOR in writing when 75% of the authorized work assignment LOE/labor hours have been expended.

CONTRACT SOW REFERENCE

See Contract SOW Page 1-10 of 14 **Task # “Task Title”, Page # - # of # Task # Task Name** [WA 3-13]

ANTICIPATED TRAVEL REQUIREMENTS

All travel shall be approved in advance by the Contract-Level Contracting Officer’s Representative (CL-COR) and shall be in accordance with the Contract.

ADDITIONAL REQUIREMENTS:

Office direct costs (ODCs) for copying, postage/courier, supplies, computer usage, and graphics are allowed. No other ODCs are allowable as a direct charge to this delivery order without the prior written approval of the Contracting Officer.

Upon issuance of written technical direction, the Contractor shall submit for inspection of all work in progress at any time under this work assignment. The Contractor shall develop and maintain files supporting each task.

The contractor shall contact the Contracting Officer (CO) and/or the CL-CCOR by telephone to discuss any problems that may adversely affect the work on this Work Assignment. Within five (5) calendar days the contractor shall follow the phone call with a brief written explanation of the problem, including any actions already taken, and/or recommended solutions to correct the problem. Written explanation shall be made available to the CO and the PO.

CONTRACTOR IDENTIFICATION

To avoid any perception that contractor personnel are EPA employees, the contractor shall assure that contractor personnel are clearly identified as independent contractors of EPA when attending meetings with outside parties or visiting field sites.

CONTROL REQUIREMENTS

Quality Assurance Project Plan (QAPP):

A quality assurance project plan (QAPP) is not required for Tasks 1 and 2 of this project because they do not involve the generation, management, distribution, or use of environmental data that will be used or have the potential for use in environmental decision making. EPA anticipates that some of the information collected as part of this work assignment under Task 1 may be secondary data and will be collected from publicly available information sources through another entity. Publishing on the NPDES website does not require a QAPP, since the people who generate the data are responsible for the data's quality, and it is their responsibility to develop a QAPP, if one is needed for their primary data uses. The contractor shall provide source references for data that is published on the website.

Organizational Conflict of Interest:

The Contractor shall warrant that, to the best of the Contractor's knowledge and belief, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest, as defined in FAR Subpart 9.5, or that the contractor has disclosed all such relevant information. See contract clause 1552.209-71 Organization of Conflict of Interest.

Notification of Conflicts of Interest Regarding Personnel:

The Contractor shall immediately notify the CL-COR and the Contracting Officer of (1) any actual or potential personal conflict of interest with regard to any of its employees working on or having access to information regarding this contract, or (2) any such conflicts concerning subcontractor employees or consultants working on or having access to information regarding the contract, when such conflicts have been reported to the Contractor. A personal conflict of interest is defined as a relationship of an employee, subcontractor employee, or consultant with an entity that may impair the objectivity of the employee, subcontractor employee, or consultant

in performing the contract work. See Section H.4, contract clause EPAAR 1552.209-73 Notification of Conflict of Interest.

Enforcement Sensitive Information

The contractor recognizes that contractor employees in performing tasks specified by this WA may have access to data/information, either provided by the government or first generated during contract performance, of enforcement sensitive nature which should not be released to the public without Environmental Protection Agency (EPA) approval. Enforcement sensitive refers to records or information compiled for law enforcement purposes (whether administrative, civil or criminal), the disclosure of which could reasonably be expected to interfere with the enforcement action. It is imperative that all contractor personnel, including but not limited to, subcontractor and consultant personnel assigned to work on this contract and/or WA, or with access to materials developed pursuant to such efforts, understand that this information is confidential and any disclosure or misuse of the information may result in prosecution to the fullest extent of the law. All contractor personnel are expected to exercise due diligence in safeguarding, handling or disposing of any such information.

Project Employee Confidentiality Agreement

The contractor agrees that the contractor employee will not disclose, either in whole or in part, to any entity external to the EPA, the Department of Justice, or the contractor, any information or data (as defined in FAR Section 27.401) provided by the government or first generated by the contractor under this contract, any site-specific cost information, or any enforcement strategy without first obtaining the written permission of the EPA CL-CPR. If a contractor, through an employee or otherwise, is subpoenaed to testify or produce documents, which could result in such disclosure, the contractor must provide immediate advance notification to the EPA so that the EPA can take action to prevent such disclosure. Such agreements shall be effective for the life and for a period of five (5) years after completion of the contract.

Handling of Confidential Business Information (CBI)

Contractor's access to TSCA CBI must comply with the procedures set forth in the TSCA CBI Security Manual. Likewise, access to FIFRA CBI shall follow the security procedures set forth in the FIFRA Information Security Manual.

To the extent that the work under this contract requires access to proprietary or confidential business or financial data of other companies, and as long as such data remains proprietary or confidential, the contractor shall protect such data from unauthorized use and disclosure.

All files or other information identified as Confidential Business Information (CBI) shall be treated as confidential and kept in a secure area with access limited to only contractor personnel directly involved in the case or special project assignment. The contractor, subcontractor, and consultant personnel are bound by the requirements and sanctions contained in their contracts with the EPA and in EPA's confidentiality regulations found at 40 CFR Part 2, Subpart B. The contractor subcontractors, and consultant must adhere to EPA-approved security plans which

describes procedures to protect CBI, and are required to sign non-disclosure agreements before gaining access to CBI.

All official data, findings, and results of investigations and studies completed by the contractor shall be available for EPA and DOJ internal use only. The contractor shall not release any part of such data without the written direction of the WACOR.

Conference/Meeting Guidelines and Limitations

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 1 - 49				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000002				
Contract Number EP-C-16-003			Contract Period 07/01/2016 To 06/30/2018 Base Option Period Number 1			Title of Work Assignment/SF Site Name SUPPORT FOR NPDES BRANCH CHIEF				
Contractor EASTERN RESEARCH GROUP, INC.					Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance From 02/01/2018 To 06/30/2018					
Comments: The purpose of this Amendment 2 is to CHANGE the Work Assignment Contracting Officer's Representative (WACOR) from Sarah Hoyt to Ginny Kibler (Phone: 202-564-0596; E-Mail: kibler.ginny@epa.gov)										
<input type="checkbox"/> Superfund					Accounting and Appropriations Data					<input checked="" type="checkbox"/> Non-Superfund
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE:				
07/01/2016 To 06/30/2018										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:					Cost/Fee			LOE:		
Cumulative Approved:					Cost/Fee			LOE:		
Work Assignment Manager Name Virginia Kibler							Branch/Mail Code:			
_____ (Signature)							_____ (Date)			
Project Officer Name Tangela Cooper							Branch/Mail Code:			
_____ (Signature)							_____ (Date)			
Other Agency Official Name							Branch/Mail Code:			
_____ (Signature)							_____ (Date)			
Contracting Official Name Brad Heath							Branch/Mail Code:			
_____ (Signature)							_____ (Date)			
							Phone Number: 202-564-0596			
							FAX Number:			
							Phone Number: 202-566-0369			
							FAX Number:			
							Phone Number: 513-487-2352			
							FAX Number:			

Work Assignment Form. (WebForms v1.0)

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-16-003
WORK ASSIGNMENT 1-49
AMENDMENT 3**

Title: Support for NPDES Branch Chief's Meetings and Communication of NPDES Permitting Processes

Work Assignment Contracting Officer's Representative (WACOR):

Virginia Kibler Phone: (202) 564-0596 Fax (202) 564-6392 kibler.virginia@epa.gov	<u>USPS Mailing Address</u> Water Permits Division 1200 Pennsylvania Ave., NW Mail Code 4203M Washington, DC 20460	<u>Courier Address</u> WJC-East Building 1201 Constitution Ave., NW Room 7135M Washington, DC 20004
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Alternate Work Assignment Contracting Officer's Representative (AWACOR):

Amelia Letnes Phone: (202) 564-5627 Fax (202) 564-6392 letnes.amelia@epa.gov	<u>USPS Mailing Address</u> Water Permits Division 1200 Pennsylvania Ave., NW Mail Code 4203M Washington, DC 20460	<u>Courier Address</u> WJC-East Building 1201 Constitution Ave., NW Room 7135D 1/2 Washington, DC 20004
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Period of Performance: March 14, 2018 through June 30, 2018

Background/Objective

The purpose of this work assignment is to provide follow-up from the April 24-27, 2017 NPDES Branch Chiefs meeting in Chicago, to facilitate two in-person Branch Chiefs meetings (anticipated to be held in Fall 2017 and Spring 2018), and to provide facilitation support for a set number of Branch Chief conference calls. This work assignment will support development of materials that are requested at these meetings, which will be added to the work assignment as they are requested. Task 3, materials to communicate the NPDES permitting processes related to individual and general permits and Task 4, develop a permit writers' clearinghouse, are examples of these tasks.

TASK DETAIL:

The contractor shall perform the following tasks:

Task 0 - Work Assignment Management

The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the Work Assignment clause (EPAAR 1552.211-74). The work plan shall include a description of: (a) proposed staff; (b) an estimate of hours to be spent on each task by each staff person (prime and subcontractors); and (c) a list of deliverables, with due dates and schedule for deliverables. This task also includes monthly progress and financial reports which shall conform to the

requirements particularized to the clause, F.2 REPORTS OF WORK (EPAAR 1552.211-70). The PQAPP submitted for WA B-01 and B-05 is applicable and acceptable for this work assignment.

The contractor shall meet with the WACOR and/or the Alternate WACOR either in person or via telephone approximately two (2) hours per month to discuss work assignment issues. The contractor shall provide a status update for tasks via email before each meeting and an update of expenditures. The contractor shall meet via conference call with the WACOR on specific issues more frequently as directed by the WACOR for approximately three (3) meetings per month.

Task 1: Follow-up Activities to NPDES Branch Chief Meeting in Chicago, IL, April 24-27, 2017

The contractor shall continue to revise the materials from the NPDES Branch Chiefs meeting in Chicago, IL, that took place on April 24-27, 2017 to identify skills and gaps on how to implement an NPDES program and develop a communications plan for various topics, including MS4s and other NPDES topics. In addition, the contractor shall facilitate specific monthly Branch Chief calls, including but not limited to anti-backsliding best practices, long-term stormwater planning expectations for how the regions should engage with states/permittees, integrated planning program goals as they relate to the NPDES permit program and budget.

Deliverables:

- Revise and submit two surveys on skills and gaps that will be distributed to EPA Regions and states electronically through the WACOR, analyze response to the surveys and create a future training plan, as directed by WACOR, as needed.
- Help develop a communications plan for MS4s and other NPDES topics agreed upon with the WACOR
- Support facilitating up to five specific one-hour monthly Branch Chief calls based on topics agreed upon with the WACOR

Task 2: Facilitate two NPDES Branch Chief Meetings in Silver Spring, MD (October 31-November 3, 2017) and in Denver, CO (May 2018)

The contractor shall provide the necessary support as describe below to facilitate the NPDES Branch Chief meeting in Silver Spring, MD in the Fall 2017 in Denver, CO in Spring 2018.

- Participate in conference calls with HQ and regional staff to outline the agenda items and logistic of the meeting.
- Facilitate the logistic as per direction of WACOR
- Revise and finalize the meeting agenda for each NPDES Branch Chief meeting as per direction of WACOR
- Develop agendas based on prioritized topics from Branch Chief meetings and other relevant meetings
- Facilitate the NPDES Branch Chief meeting in Silver Spring, MD and in Denver, CO
- Develop a list of action item from each meeting.
- Continue to facilitate and monitor the actionable items after each NPDES Branch Chief meeting.
- Provide notetaking support at each meeting and prepare a summary report to be delivered to the WACOR following each NPDES Branch Chief meeting

DELIVERABLES:

- Finalize the meeting agenda and logistic within a week of receiving final comments from WACOR
- Draft summary report within two weeks of the end of each NPDES Branch Chief meeting.
- Final summary report within one week of receiving comments from WACOR

LOE: A no-cost addition of 170 hours is requested to be added to this task since the hourly rate has been lower than expected.

Task 3: Materials communicating NPDES permitting processes to multiple audiences

The contractor shall support development of materials to communicate the NPDES permitting processes for individual and general permits, including statutory and regulatory timeframes. It is anticipated that such materials will include narrative descriptions of the processes, as well as graphics, such as flow charts. For cost purposes, the contractor shall assume preparation of up to four (4) communication materials consisting of 2-4 page narratives and 2-4 graphics. Following EPA approval of these materials, the contractor shall provide final versions in MS Word and PDF formats, or html code as appropriate, including 508 compliance.

Deliverables:

- Participate in introductory planning teleconference with staff lead and WACOR regarding goal, audience, and purpose for communication materials.
- Develop narrative descriptions of NPDES permitting processes
- Develop supporting graphics, as needed, such as process flow charts, to show NPDES permitting processes.

Task 4: Develop NPDES Permit Writers Clearinghouse

The contractor shall support the development of an NPDES Permit Writers Clearinghouse. This clearinghouse will include materials for permit writers such as state permit and factsheet templates, information on water quality standards and TMDLs, water quality models, and more. The contractor will work with EPA in three overlapping phases.

Phase 1 – Identify types of materials. EPA has begun this work, but expects the contractor to support developing lists of types of materials used in permit writing as well as managing NPDES programs.

Phase 2 – Develop organizational structure. EPA has a Water Finance Clearinghouse, which will be used as a model, and which has its own support contract for programming the actual Clearinghouse. This work will be related to identifying appropriate filters, etc to use in that structure

Phase 3 – Collect documents. The contractor will be responsible for collecting and organizing the source documents for the Clearinghouse. This may include activities such as: web searches, collecting state information, tagging documents for content, making documents 508 scanning hard copies of documents, etc.

Deliverables:

- Participate in weekly planning calls with EPA and states

- Provide a list of types of materials used in permit writing and other permit policy documents to EPA
- Provide an organizational structure for the Clearinghouse
- Collect, organize, and clean up as necessary documents for the Clearinghouse. EPA anticipates including up to 300 documents in the Clearinghouse.

LOE: An additional 530 hours of work is anticipated for this task.

SPECIAL INSTRUCTION:

The contractor shall follow the Federal Green Policy whenever it is applicable

DELIVERABLES REQUIRED AND SCHEDULE FOR COMPLETION OF TASKS

Task	Item Require	Due Date	Number of Copies and Format Requirements
0	Monthly progress report	Last week day of each month	1 copy - Word Format or PDF
1	Respond to requests from the WACOR and/or Alt WACOR for new direction	Within 3 business days	Respond with a written response or with a level of effort to complete the request.
	Provide revised survey	Within 3 business days of WACOR request	1 copy – Word Format
	Provide final survey	Within 1 business day after receipt of comments from WACOR	1 copy – Word Format
	Draft communications plan for MS4s or other NPDES topics agreed	Within 14 business days of WACOR request	1 copy - Word Format
	Finalize communications plan for MS4s or other NPDES topics agreed	Within 3 business days of WACOR request	1 copy - Word Format or PDF
	Facilitate conference call on specific topics as requested by the WACOR and/or Alt WACOR	Within 3 business days	Respond with a written response
Task	Item Require	Due Date	Number of Copies and Format Requirements
2	Respond to requests from the WACOR and/or Alt WACOR for new direction	Within 3 business days	Respond with a written response or with a level of effort to complete the request.
	Finalize the meeting agenda and logistic based on comments received from WACOR and/or Alt WACOR	Within 7 calendar days	1 copy - Word Format or PDF
	Draft summary report of each NPDES Branch Chief meeting	Within 14 calendar days of the end of each meeting	1 copy - Word Format
	Finalize summary report of each NPDES Branch Chief meeting	Within 7 calendar days of receiving comments from the WACOR	1 copy - Word Format or PDF

Task	Item Require	Due Date	Number of Copies and Format Requirements
3	Participate in introductory planning teleconference with staff lead and WACOR regarding goal, audience, and purpose for materials	As scheduled by WACOR	Respond with a written acceptance of meeting request and attend meeting
	Prepare draft narrative description of NPDES permitting processes	Within 10 business days of planning teleconference	1 copy of each – Word Format
	Collate, compile, and revise draft documents based on comments received to prepare final narrative description of NPDES permitting processes	Within 5 business days of receipt of comments from WACOR	1 copy of each – Word Format
	Prepare draft graphics of NPDES permitting processes	Within 10 business days of completion of final narrative description	1 copy of each – Word Format, PDF, or other appropriate electronic format
	Collate, compile, and revise draft graphics based on comments received to prepare final graphics of NPDES permitting processes	Within 5 business days of receipt of comments from WACOR	1 copy of each- Word Format, PDF, or other appropriate electronic format
	Revise and format the final materials to EPA specifications for print and electronic versions (e.g., MS Word, PDF, or html code), including 508 compliance	As final materials are produced	1 copy or each- Word Format, PDF, or other appropriate electronic format
Task	Item Require	Due Date	Number of Copies and Format Requirements
4	Provide a list of types of materials used in permit writing and other permit policy documents to EPA	Within 2 weeks of EPA direction. Update as needed	1 copy of each- Word Format, PDF, or other appropriate electronic format
	Provide an organizational structure for the Clearinghouse	Within 1 week of EPA direction. Update as needed	1 copy of each- Excel Format, PDF, or other appropriate electronic format
	Plan for document collection, including schedule	Within 2 weeks of EPA direction	1 copy of each- Word Format, PDF, or other appropriate electronic format

Collect documents for the Clearinghouse. Provide list to EPA	Ongoing based on schedule	1 copy of each- Word Format, PDF, or other appropriate electronic format
Organize, and clean up as necessary documents for the Clearinghouse.	Ongoing based on schedule	1 copy of each- Word Format, PDF, or other appropriate electronic format

The Contractor shall notify the CO and WACOR in writing when 75% of the authorized work assignment LOE/labor hours have been expended.

CONTRACT PWS REFERENCE

See Contract PWS Page 1-10 of 14 ***Task # “Task Title”, Page # - # of # Task # Task Name*** [WA 3-13]

ANTICIPATED TRAVEL REQUIREMENTS

All travel shall be approved in advance by the Contract-Level Contracting Officer’s Representative (CL-COR) and shall be in accordance with the Contract.

ADDITIONAL REQUIREMENTS:

Office direct costs (ODCs) for copying, postage/courier, supplies, computer usage, and graphics are allowed. No other ODCs are allowable as a direct charge to this delivery order without the prior written approval of the Contracting Officer.

Upon issuance of written technical direction, the Contractor shall submit for inspection of all work in progress at any time under this work assignment. The Contractor shall develop and maintain files supporting each task.

The contractor shall contact the Contracting Officer (CO) and/or the CL-COR by telephone to discuss any problems that may adversely affect the work on this Work Assignment. Within five (5) calendar days the contractor shall follow the phone call with a brief written explanation of the problem, including any actions already taken, and/or recommended solutions to correct the problem. Written explanation shall be made available to the CO and the CL-COR.

CONTRACTOR IDENTIFICATION

To avoid any perception that contractor personnel are EPA employees, the contractor shall assure that contractor personnel are clearly identified as independent contractors of EPA when attending meetings with outside parties or visiting field sites.

CONTROL REQUIREMENTS

Quality Assurance Project Plan (QAPP):

A quality assurance project plan (QAPP) is not required for Tasks 1 and 2 of this project because they do not involve the generation, management, distribution, or use of environmental data that will be used

or have the potential for use in environmental decision making. EPA anticipates that some of the information collected as part of this work assignment under Task 1 may be secondary data and will be collected from publicly available information sources through another entity. Publishing on the NPDES website does not require a QAPP, since the people who generate the data are responsible for the data's quality, and it is their responsibility to develop a QAPP, if one is needed for their primary data uses. The contractor shall provide source references for data that is published on the website.

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Project Employee Confidentiality Agreement

The contractor agrees that the contractor employee will not disclose, either in whole or in part, to any entity external to the EPA, the Department of Justice, or the contractor, any information or data (as defined in FAR Section 27.401) provided by the government or first generated by the contractor under this contract, any site-specific cost information, or any enforcement strategy without first obtaining the written permission of the EPA CL-CPR. If a contractor, through an employee or otherwise, is subpoenaed to testify or produce documents, which could result in such disclosure, the contractor must provide immediate advance notification to the EPA so that the EPA can take action to prevent such

disclosure. Such agreements shall be effective for the life and for a period of five (5) years after completion of the contract.

Handling of Confidential Business Information (CBI)

Contractor's access to TSCA CBI must comply with the procedures set forth in the TSCA CBI Security Manual. Likewise, access to FIFRA CBI shall follow the security procedures set forth in the FIFRA Information Security Manual.

To the extent that the work under this contract requires access to proprietary or confidential business or financial data of other companies, and as long as such data remains proprietary or confidential, the contractor shall protect such data from unauthorized use and disclosure.

All files or other information identified as Confidential Business Information (CBI) shall be treated as confidential and kept in a secure area with access limited to only contractor personnel directly involved in the case or special project assignment. The contractor, subcontractor, and consultant personnel are bound by the requirements and sanctions contained in their contracts with the EPA and in EPA's confidentiality regulations found at 40 CFR Part 2, Subpart B. The contractor subcontractors, and consultant must adhere to EPA-approved security plans which describes procedures to protect CBI, and are required to sign non-disclosure agreements before gaining access to CBI.

All official data, findings, and results of investigations and studies completed by the contractor shall be available for EPA and DOJ internal use only. The contractor shall not release any part of such data without the written direction of the WACOR.

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EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 1-55								
		<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
Contract Number EP-C-16-003	Contract Period 07/01/2016 To 06/30/2021 Base Option Period Number 1	Title of Work Assignment/SF Site Name Water Related Planning								
Contractor EASTERN RESEARCH GROUP, INC.		Specify Section and paragraph of Contract SOW See PWS								
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 09/26/2017 To 06/30/2018								
Comments:										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE:				
07/01/2016 To 06/30/2021										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		Cost/Fee				LOE:				
Cumulative Approved:		Cost/Fee				LOE:				
Work Assignment Manager Name Tanya Nix						Branch/Mail Code:				
_____ (Signature)						_____ (Date)				
Project Officer Name Tangela Cooper						Branch/Mail Code:				
_____ (Signature)						_____ (Date)				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature)						_____ (Date)				
Contracting Official Name Brad Heath						Branch/Mail Code:				
_____ (Signature)						_____ (Date)				
						Phone Number: 913-551-7170				
						FAX Number:				
						Phone Number: 202-566-0369				
						FAX Number:				
						Phone Number: 513-487-2352				
						FAX Number:				

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-16-003
WORK ASSIGNMENT 1-55**

TITLE: Water Related Financial and Technical Small Community Assistance Planning

WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (WACOR):

Tanya Nix
US EPA R7
11201 Renner Blvd
Lenexa, KS 66219

Phone: 913-551-7071

E-mail: nix.tanya@epa.gov

PERIOD OF PERFORMANCE: September 26, 2017 through June 30, 2018

ESTIMATED LEVEL OF EFFORT (LOE): 550 Hours

BACKGROUND: The Wastewater Infrastructure Management Branch (WIMB), within the Water, Wetlands, and Pesticide Division (WWPD) of the Region 7 U.S. Environmental Protection Agency (EPA) has multiple responsibilities under the Clean Water Act (CWA) and the Safe Drinking Water Act (SDWA). These duties include assisting states in providing technical and financial assistance to small towns within the region to promote sustainability. To accomplish this mission, the branch provides planning assistance, management strategies, guidance, assessments and technical support tools for use by the States, Indian Tribes, Universities, and Small Towns.

PURPOSE AND OBJECTIVE: The contractor shall develop a water infrastructure assessment tool for small towns and tribes – where there is a population of 1000 or less with particular emphasis on those with a population of 500 or less. The tool will assess the integrity and longevity of the public water supply and wastewater infrastructure. The tool is envisioned to include, at a minimum:

- Review of a town's public water supply (treatment and distribution) and wastewater (collection and treatment) infrastructure – collectively, “water systems”;
- Asset Management element to assess the status and useful life water systems;
- Vulnerability assessment;
- Identification of those system components in need of repair or replacement; and
- A scheme for ranking system components in order of needed repair or replacement.

The contractor will identify communities to beta test the tool.

The contractor will ascertain whether portions of existing documents/tools can be modified and combined to provide a tool that focuses on other small towns and tribes for use on a broader scale. For example, the EPA/Process Applications Composite Correction Program documents for drinking water and wastewater systems. Otherwise, the tool may be developed as original work. This tool is designed to be used for multiple community applications.

The tool should be advanced enough to accurately capture a picture of a small town's infrastructure status, while being simple enough to allow users with a modicum of technical drinking water and wastewater knowledge to utilize the tool.

SCOPE OF WORK

TASK 0: WORK ASSIGNMENT MANAGEMENT

The contractor shall routinely provide performance updates, estimated costs, level of effort (LOE) and key deliverables upon request from EPA's Work Assignment Contracting Officer's Representative (WACOR) and/or Alternative WACOR for all ongoing tasks. Regularly scheduled bi-weekly conference calls or in-person meetings, as needed, will be coordinated between EPA's WACOR and the contractor to discuss the work assignment and progress of tasks. In addition, the contractor shall provide a monthly progress report that includes implementation plan(s); issues encountered and lessons learned regarding the progress of all tasks, the tracking of expenditures, and any other administrative activities, as requested.

Deliverables: The contractor shall provide a monthly progress report that will include the task status. The contractor shall report task status to the WACOP by the 7th of each month. The contractor shall maintain a cumulative list of all technical directives. The contractor shall respond to requests from the WACOR and/or Alt WACOR for support of new content within 3 business days either with a written response or with a level of effort to complete the request. The contractor shall report in accordance with Contract Reporting Requirements.

TASK 1: Contractor shall develop the Small Community Assistance Planning Tool

Subtask 1A: Tool Format

The contractor shall determine the best method to implement the tool and develop the format for the tool.

Deliverables: The contractor shall provide an initial draft of the tool implementation method within the 30 days of initiation of this contract and a final version 15 days after receiving EPA comments.

Subtask 1B: Develop the tool

The contractor shall develop a conceptual tool that includes at a minimum: Review of a town's public water supply (treatment and distribution) and wastewater (collection and treatment) infrastructure; Asset Management element to evaluate the status and useful life assessment; Vulnerability assessment; Identification of those system components in need of repair or replacement; and a scheme for ranking system components in order of needed repair or replacement.

Deliverables: The contractor shall provide brief bi-weekly updates of the tools development to the WACOR. Within 180 days, the contractor shall provide the WACOR a copy of the initial draft of the tool for comment. Final version of the draft tool is due within 15 days of receipt of comments from EPA.

TASK 2: Contractor shall identify communities and test the tool using those communities

Subtask 2A: Community identification

The contractor shall identify at least five small towns that are willing to allow the contractor to beta-test the tool on their water systems.

Deliverables: The contractor shall provide the names of the five small towns to the WACOR for EPA approval within 150 days after contract implementation. Within 15 days of receiving EPA approval, the contractor will inform the small town of their participation status.

Subtask 2B: Tool Testing Method

The contractor shall develop a simple checklist to test the tool's effectiveness.

Deliverables: The contractor shall submit the draft tool test method checklist to the WACOR for review within 180 days from contract implementation. EPA will review the method. The Final version of the tool test method checklist is due within 15 days from receipt of EPA comments.

Subtask 2C: Tool Testing-Working with the Town

The contractor shall beta-test the final draft tool on the identified small towns water systems.

Deliverables: Within 210 days from contract implementation, the contractor will implement the tool for the EPA-approved small towns' water systems. The contractor shall submit a report of the tools effectiveness to the WACOR within 240 days.

TASK 3: Tool modification

The contractor shall modify to tool based on the beta-testing results and EPA comments.

Deliverables: The contractor shall submit a modified tool based on the beta-test results to the WACOR for review within 270 days from contract implementation. EPA will review the tool.

The final version of the tool is due within 30 days from receipt of EPA comments

TASK 4: Contractor shall provide tool usage training

The contractor shall develop a user manual to implement to the tool, develop training materials and provide training on the tool at a time and location identified by the WACOR not more than 90 days after acceptance of the final version of the tool.

Deliverables: The contractor shall develop a draft tool user manual to the WACOR within 270 days from contract implementation. The contractor shall provide draft copies of the training materials and identify stakeholder training groups to the WACOR within 270 days from the contract implementation. Final versions are due within 15 days of receipt of comments from EPA. The contractor shall train stakeholder groups at a time and location identified by the WACOR not more than 90 days after acceptance of the final version of the tool.

DELIVERABLES REQUIRED AND SCHEDULE FOR COMPLETION OF TASKS

Task	Item Require	Due Date	Number of Copies and Format Requirements
0	1 Monthly progress report 2 Respond to requests from the WACOR and/or Alt WACOR for new content	1 Due by the 7 th of the month. 2 Within 3 business days	1 copy - Word Format or PDF 2 Respond with a written response or with a level of effort to complete the request.
1	1 Establish tool Format 2 Develop Tool	1 Within 30 days* 2 Within 180 days*	1 Respond with a written response or with a level of effort to complete the request. 2 Respond with a written response or with a level of effort to complete the request.
2	1 Identify community 2 Tool test method 3 Work with community	1 Within 150 days* 2 Within 180 days* 3 Within 210 and 240 days*	1 copy - Word Format or PDF 2 copy - Word Format or PDF 3 copy - Word Format or PDF
3	Tool modification	Within 270 days*	copy - Word Format or PDF

4	1 User Manual	1 Within 270	1 copy - Word Format or
	2 In-person Training	days*	PDF
	Module	2 Within 270	2 Respond with a written
	3 In-person Training	days*	response or with a level
		3 TBD	of effort to complete the
			request
			3 TBD

*of contract implementation

The Contractor shall notify the CO and WACOR in writing when 75% of the authorized work assignment LOE/labor hours have been expended.

CONTRACT PWS REFERENCE

See Contract PWS Pages 9-14 of 28, ***Task 3.4, “TECHNICAL AND ADMINISTRATIVE”, Pages 9-12 of 28, and Task 3.7, “PROGRAM SUPPORT INFORMATION MANAGEMENT”, Pages 13-14 of 28.***

ANTICIPATED TRAVEL REQUIREMENTS

All travel shall be approved in advance by the Contract-Level Contracting Officer's Representative (CL-COR) and shall be in accordance with the Contract.

ADDITIONAL REQUIREMENTS:

Office direct costs (ODCs) for copying, postage/courier, supplies, computer usage, and graphics are allowed. No other ODCs are allowable as a direct charge to this delivery order without the prior written approval of the Contracting Officer.

Upon issuance of written technical direction, the Contractor shall submit for inspection of all work in progress at any time under this work assignment. The Contractor shall develop and maintain files supporting each task.

The contractor shall contact the Contracting Officer (CO) and/or the CL-CCOR by telephone to discuss any problems that may adversely affect the work on this Work Assignment. Within five (5) calendar days the contractor shall follow the phone call with a brief written explanation of the problem, including any actions already taken, and/or recommended solutions to correct the problem. Written explanation shall be made available to the CO and the PO.

CONTRACTOR IDENTIFICATION

To avoid any perception that contractor personnel are EPA employees, the contractor shall assure that contractor personnel are clearly identified as independent contractors of EPA when attending meetings with outside parties or visiting field sites.

CONTROL REQUIREMENTS

Quality Assurance Project Plan (QAPP):

Publishing on the NPDES website does not require a QAPP, since the people who generate the data are responsible for the data's quality, and it is their responsibility to develop a QAPP, if one is needed for their primary data uses. The contractor shall provide source references for data that is published on the website.

Organizational Conflict of Interest:

The Contractor shall warrant that, to the best of the Contractor's knowledge and belief, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest, as defined in FAR Subpart 9.5, or that the contractor has disclosed all such relevant information. See contract clause 1552.209-71 Organization of Conflict of Interest.

Notification of Conflicts of Interest Regarding Personnel:

The Contractor shall immediately notify the CL-COR and the Contracting Officer of (1) any actual or potential personal conflict of interest with regard to any of its employees working on or having access to information regarding this contract, or (2) any such conflicts concerning subcontractor employees or consultants working on or having access to information regarding the contract, when such conflicts have been reported to the Contractor. A personal conflict of interest is defined as a relationship of an employee, subcontractor employee, or consultant with an entity that may impair the objectivity of the employee, subcontractor employee, or consultant in performing the contract work. See Section H.4, contract clause EPAAR 1552.209-73 Notification of Conflict of Interest.

Enforcement Sensitive Information:

The contractor recognizes that contractor employees in performing tasks specified by this WA may have access to data/information, either provided by the government or first generated during contract performance, of enforcement sensitive nature which should not be released to the public without Environmental Protection Agency (EPA) approval. Enforcement sensitive refers to records or information compiled for law enforcement purposes (whether administrative, civil or criminal), the disclosure of which could reasonably be expected to interfere with the enforcement action. It is imperative that all contractor personnel, including but not limited to, subcontractor and consultant personnel assigned to work on this contract and/or WA, or with access to materials developed pursuant to such efforts, understand that this information is confidential and any disclosure or misuse of the information may result in prosecution to the fullest extent of the law. All contractor personnel are expected to exercise due diligence in safeguarding, handling or disposing of any such information.

Project Employee Confidentiality Agreement

The contractor agrees that the contractor employee will not disclose, either in whole or in part, to any entity external to the EPA, the Department of Justice, or the contractor, any information or data (as defined in FAR Section 27.401) provided by the government or first generated by the contractor under this contract, any site-specific cost information, or any enforcement strategy without first obtaining the written permission of the EPA CL-CPR. If a contractor, through an employee or otherwise, is subpoenaed to testify or produce documents, which could result in such disclosure, the contractor must provide immediate advance notification to the EPA so that the EPA can take action to prevent such disclosure. Such agreements shall be effective for the life and for a period of five (5) years after completion of the contract.

Handling of Confidential Business Information (CBI)

Contractor's access to TSCA CBI must comply with the procedures set forth in the TSCA CBI Security Manual. Likewise, access to FIFRA CBI shall follow the security procedures set forth in the FIFRA Information Security Manual.

To the extent that the work under this contract requires access to proprietary or confidential business or financial data of other companies, and as long as such data remains proprietary or confidential, the contractor shall protect such data from unauthorized use and disclosure.

All files or other information identified as Confidential Business Information (CBI) shall be treated as confidential and kept in a secure area with access limited to only contractor personnel directly involved in the case or special project assignment. The contractor, subcontractor, and consultant personnel are bound by the requirements and sanctions contained in their contracts with the EPA and in EPA's confidentiality regulations found at 40 CFR Part 2, Subpart B. The contractor subcontractors, and consultant must adhere to EPA-approved security plans which describes procedures to protect CBI, and are required to sign non-disclosure agreements before gaining access to CBI.

All official data, findings, and results of investigations and studies completed by the contractor shall be available for EPA and DOJ internal use only. The contractor shall not release any part of such data without the written direction of the WACOR.

Conference/Meeting Guidelines and Limitations

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

PERFORMANCE SURVEILLANCE PLAN

Performance Requirement	Measurable Performance Standards	Surveillance Methods	Incentives/Disincentives
<p>Management and Communications:</p> <p>During the life of this work assignment, the Contractor shall notify EPA immediately of any issues that may impact the timeliness of deliverables of the problems associated with the development of deliverables.</p>	<p>The Contractor shall maintain contact with the WACOR throughout the performance of the work assignment.</p> <p>The contractor shall identify to the WACOR any delays with regard to deliverables not less than one week prior to the deliverable date that has been established in the work assignment or technical direction document.</p> <p>The contractor shall identify to the WACOR any issues or concerns that have a direct impact on project schedules within three (3) days of occurrence.</p> <p>The contractor shall provide options for EPA's consideration on resolving or mitigating the impacts identified.</p>	<p>WACOR and CL-COR (as necessary) will allocate the time needed to discuss and address all issues identified by the Contractor. The WACOR and CL-COR will document and maintain a complete record of the issues, agreements and outcome. The WACOR and CL-COR will review monthly progress reports for indicators of problems not previously mentioned. The WACOR will also monitor the timely receipt of deliverables. For those that are late without prior notice, the EPA will formally document to the Contracting Officer the late delivery.</p>	<p>If the contractor fails to implement corrective actions after EPA identifies and provided written documentation of performance issues, EPA will rate this performance category "unsatisfactory."</p> <p>If three or more the active work assignments for the period are rated unsatisfactory, EPA will rate the Business Relations category as unsatisfactory in the CPARS Contract Performance System.</p>

<p>Cost Management and Control:</p> <p>The Contractor shall perform all work in an efficient and cost effective manner, applying cost control measures where practical.</p>	<p>The Contractor shall monitor, track and accurately report level of effort, labor cost, other direct cost and fee expenditures to EPA through monthly progress reports and approved special reporting requirements.</p> <p>The Contractor shall assign appropriately leveled and skilled personnel to all tasks. The contractor should not exceed established work assignment ceilings and, in general, should expend dollars and hours at similar ratios. If either the expenditure of hours or dollars deviates significantly, the contractor shall provide an explanation in its Monthly Progress Report.</p>	<p>The EPA CL-COR will routinely meet with the Contractor's Project Manager to discuss the work progress and contract and individual work assignment level expenditures.</p> <p>The EPA CL-COR and WACOR shall review the Contractor's monthly progress reports and request the Work Assignment Contracting Officer's Representative to ensure that ceilings are not exceeded, that progress is being made, and that the contractor is effectively utilizing the LOE provided under the work assignment.</p>	<p>EPA will thoroughly review work assignment funding ceiling overruns to determine the contractor's ability to control the situation. If EPA determines that the contractor failed to control cost, the contractor will be rated "unsatisfactory" in this category.</p> <p>Multiple incidents of work assignment overrun that result in an overall cost overrun of greater than 4% of the approved total work assignment funding for the current contract period, will result in an unsatisfactory rating in the CPARS Contract Performance System.</p>
<p>Quality of Product/Services:</p> <p>The contractor shall ensure documents developed under this task order are quality products that are factual and based on sound science and engineering principles.</p>	<p>Products delivered under this work assignment must not contain any major factual errors. The analyses provided in each product shall be logical, consistent, and defensible.</p>	<p>The WACOR will review all documents delivered under this work assignment for content accuracy.</p>	<p>If EPA determines that the contractor's analyses is factually inaccurate or if significant technical errors are found in any documents produced by the contractor, EPA may determine that the cost associated with redoing the work shall be borne by the contractor.</p> <p>Multiple incidents of this nature under the contract will result in an unsatisfactory rating for Quality and Manage Control being reported to the CPARS Contract Performance System.</p>